

Education Achievement Authority of Michigan

Equity. Choice. Reinvention.

DIRECTOR OF SPECIAL EDUCATION

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

The Education Achievement Authority of Michigan is a new statewide school system that will assume operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and then be expanded to include low performing schools throughout Michigan.

QUALIFICATIONS:

1. Master's degree in school administration, supervision, or educational leadership. A candidate with a master's degree in another area may be considered if they possess a minimum of twelve (12) semester hours of coursework in school administration.
2. A minimum of five (5) to ten (10) years successful teaching or equivalent school related professional experience at the K-12 level.
3. For candidates who are not currently employed as a school administrator in an instructional program in the state of Michigan must possess a valid Michigan school administrator's certificate issued under Section 1536 or must commit to enroll in a program leading to approval as a special education supervisor not later than six (6) months after her/she begins the employment. Requirements must be met in a three (3) year period.
4. Demonstrate knowledge of the Michigan Administrative Rules for Special Education, Section 504 of the Rehabilitation Act of 1973, and 1997 Individuals with Disabilities Education Act.
5. Proof of having obtained a Michigan teaching certificate, Administrator certificate or equivalent professional education certificate.
6. Demonstrate understanding of general and special education curricula, blending learning and student centered instruction.
7. Qualify for state approval as a supervisor of special education.

DESIRABLE QUALIFICATIONS:

1. Demonstrate effective interpersonal skills.
2. Demonstrate an ability to use spoken English and written English forms of communication effectively.
3. Experience with planning and/or implementing professional development.
4. Demonstrate ability to work effectively with administrators, staff, parents and students.
5. Demonstrate knowledge and experience in “best practices” to facilitate student learning.
6. Experience with blended and student centered learning.

REPORTING RELATIONSHIPS:

Deputy Chancellor, Instructional Support and Educational Accountability

SUPERVISES:

All programs that support special needs students, Individualized Educational Placement Process, instructional and accountability.

JOB GOAL:

Serves as the educational leader and expert for Special Education in fulfilling the responsibilities of the Education Achievement Authority of Michigan. Supervise, evaluate and manage the special education programs and the special education process in University schools.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the special education programs as assigned and conduct appropriate staff meetings.
2. Adhere to all compliance matters related to county and state federal requirements including the coordination, support and monitoring for compliance of special education and related services.
3. Serve as a coordinator of Individualized Educational Placement Committee meetings as assigned.
4. Assist in the organization, monitoring, and development of accurate systematic records and reports.
5. Allocation and assignment of staff in an effective manner for University schools and hold staff accountable for providing Best Practices, as well, as compliant special education and related services on their campuses for students with disabilities.

6. Provide supervisory assistance to all special education program staff as assigned, including the coaching of instructional and non-instructional staff.
7. Coordinate efforts for staff to align and integrate special education and general education curricula for special education students as required by IDEA.
8. Provide leadership in establishing inclusion programs and developing understanding of programs need by our student.
9. Work collaboratively within one blended model to develop and conduct professional development for personnel involved in special education programs and services.
10. Coordinate efforts with principals, teachers, and support staff having the responsibility for the education of special education students.
11. Work collaboratively with Regional Educational Services Area in providing special education and related services utilizing their support in such areas as professional development, training, access to current special education information, trends, and guidelines, etc.
12. Assist in the recruitment and selection of special education personnel and have the authority to hold accountable direct school site administrators in regards to their delivery of special education and related services.
13. Keep up to date regarding all legal requirements governing special education and the effective implementation of programs.
14. Assist in counseling parents and meeting obligations to other agencies regarding referral and support of special needs students.
15. Determine the objectives and identify school needs as the basis for developing long and short range plans for University schools.
16. Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
17. Assign, coordinate and provide professional development for classified personnel within the school.
18. Plan, coordinate, and evaluate the total program of services to students.
19. Perform other duties assigned by the Deputy Chancellor for Instructional Support and Educational Accountability and maintain a direct line relationship for full support relative to the education of students with disabilities.

TERMS OF EMPLOYMENT:

Twelve (12) Months

EVALUATION:

Annual

POSITION PROFILE

POSTING DATE: April 20, 2012

TITLE OF POSITION: Director of Special Education

DIRECTLY RESPONSIBLE TO: Deputy Chancellor, Instructional Support and Educational Accountability

FILING DEADLINE: Filled until Posted

SALARY: \$85,000 - \$100,000

LENGTH OF WORK YEAR: Twelve (12) Months

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: **All interested candidates should submit a letter of application and current resume to:**

Dr. MiUndrae Prince
Assistant Chancellor
Instructional Support and Educational Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48207

By E-mail to: eaam.recruiting@gmail.com